

**System Review and Data**  
**Meeting Minutes for November 17, 2000**  
**State EMS Authority**  
**1930 9<sup>th</sup> Street**  
**Sacramento, California**  
**10:00am - 3:00pm**

**I. Introduction**

Members Present: Steve Andriese, Bonnie Sinz, Deidre Myles, Nancy Justin, Ardith Hamilton, Craig Stroup, Charla Jensen, Bob O'Brien, Gary Hinshaw, Tella Williams, Michael Frenn, Sheila Keller, Dave Yagel, Miranda Swanson, Andrea Zeboski.

**II. Approval of Minutes**

Minutes were approved by consensus.

**III. Business Items**

➤ **National EMS Information Systems Update from State EMS Directors Annual Conference**

Summary:

-Steve would like to have a master document by March or April.

➤ **Sponsorship of the NHTSA "Leadership Guide to QI Workshop"**

Summary:

- QI Workshop- two days for 40-100 people.
- There was a recommendation that it be joined with a Technical Assistance workshop as well.
- Bonnie has applied for an EMS-C grant that allows for six classes budgeted over 3 years.
- The costs will probably \$500 per person, plus travel.
- Suggested time: Spring 2001.
- Sheila Keller will work with Bonnie Sinz and Bob O'Brien to work out details.
- Riverside was suggested as the place to have the workshop.
- There will be an update on progress at next meeting in February.

➤ **Approval of Revisions to Action Plan; Year II**

Summary: Steve met with sub-group leads and looked at the plan and made several revisions...

- Goals 2 and 3 were switched.
- Objective 1.1 and 1.2 were switched.
- 3.15 Revisions "Data Analysis Effort."
- 3.26 New action step.
- Appendix B Document list, overview document added to the list.
- Footnotes added throughout the plan.
- Timeline completion dates added.

-Dave Yagel will work with Miranda Swanson to put the plan into MS Project.

-Dates will be fine-tuned at a later date.

➤ **Approval of Revisions to Draft Local EMS Agency Assessment Guidelines**

Summary:

- Steve made some suggested changes to the survey.
- It was agreed that the survey should be on the website before the conference, as a draft. It will be out within the next few weeks.
- At the last meeting, it was suggested that an internal assessment should be done annually. It was agreed to add Chapter 14 to the guidelines that would recommend an annual report to measure progress and quality improvement, with the same format as the outside assessment.
- Steve suggested that the Constituency group survey be conducted after the staff survey.
- Steve will have the draft by the next meeting (combined into three sections: administration section, coordinator positions and clerical staff).

➤ **Legislative- Update on Discovery Protection for QI Legislation**

Summary:

- Bonnie said that the legislative timelines are not known yet.
- It does not address HIPAA.
- Steve suggested Plan B- look at a constituency group that would carry it.
- Two problems:
  1. "EMS system participants are not specifically listed in current QI protection related statute. ALS provider agencies are required by regulations to have QI programs with out necessary discoverability protection. Without discoverability protection, EMS QI activities are vulnerable." Solution: "Statutory revision is recommended to provide EMS providers and EMS Agencies with the necessary confidentiality and disclosure protection."
  2. "QI Programs cannot be successful without patient care data from hospitals. Hospitals are reluctant to give out patient care data because there is no language specific to EMS providers in statute that grants hospitals permission to release the information." Solution: "Current statute language in the Civil Code needs to be clarified to provide hospitals with the necessary protection against medical information disclosure violation penalties."

➤ **Data- OTS Grant Update**

Summary:

- Ed would like to have a student who will work on the OTS Grant, and he needs another one, to work on analysis, develop web-based surveys.
- Bonnie proposed that there be two field members to join the Ad Hoc group.
- Deidre volunteered, and is interested in providing raw data. Bob volunteered Mike Denton (fire alarm specialist).
- Bonnie would like to see public and private representatives to speak for their constituent group.

- Suggested Committee members: Mike Denton, Deidre Myles, Christie, and Ginger.
- Regarding OSHPD ED data collection:
- Bonnie suggested seven expanded areas for the ED Reporting Form...
  - 1) Prehospital Care Record Identifier
  - 2) Time of Arrival
  - 3) Start of Care
  - 4) Transport Method (arrival)
  - 5) Time of Discharge
  - 6) Transport Method (discharge)
  - 7) Total Charges
- -Discussion on Method of Arrival- it was agreed that there would be air "ambulance, ground ambulance, law enforcement, and other."

➤ **CQI - Performance Indicator Development; Training Programs, Dispatch, First Response**

Summary:

- Steve suggested that there be indicators to be developed.
  - 1) Local system performance
  - 2) EMS customer satisfaction
  - 3) Cost of EMS services.
- It was also suggested that there should be a list of appropriate indicators developed, sent out to effected groups and brought back to evaluate.
- Steve wants documentation for data set completed by June of next year.

➤ **Approval of Indicators for Release for Pre-Public Comment**

Summary:

- It was suggested that the indicators be sent out for pre-public comment then go out as regulations.
- Indicators should be introduced to constituency groups in a presentation from group leads, then have the opportunity for written comment by email. It will be sent out periodically as each indicator is developed, then released over list server, and revised as needed.

➤ **Grant Funding for CQI – Year Two/ Three**

Summary: Project Goals:

- 1) Needs of CMS QI, statewide assessment (hire QI person, identify excellence.
  - 2) Quality improvement program (development of QI indicators).
  - 3) Provide QI training (NHTSA classes).
  - 4) Improve QI communication (revision of regulations).
  - 5) Provide technical support for EMS agency.
  - 6) Coordinate QI activities (NHTSA).
- Steve suggested Plan B- letter of intent in case this project is not funded.

➤ **Vision Conference Update**

Summary:

- The schedule—Thursday morning: opening statements, group leads give a twenty minute presentation on the overview of the ten goals of the project, and how data collections will work at state, local and provider level. Thursday afternoon: Breakout groups (funding, data, prevention).

Friday: Breakout groups (governance, access, education). Friday afternoon: Conference summary

- Conference packets/syllabus sent out today at noon.

### **Final Document Drafts**

#### Summary:

- Steve would like them done by March, out on the website.
- Emergency room/data list review will be sent out on Tuesday, November 21, 2000.

### **Meeting Review and Sub-Group Assignments**

#### Summary:

- Everyone thought that meetings are productive, committee is hard working, action oriented, cooperative, and focused.
- Sub-group assignments...
- Action Step/Person
  - NHTSA Conference-2 Day QI/Data Conference: Sheila, Bonnie, and Bob.
  - Letter from EMSA to OSHPD: Bonnie, Bob.
  - Staff Survey: Steve.
  - Letter of Intent: Steve.

### **Future Meeting Dates**

#### Summary:

- The next meeting will be held at the EMS Authority in Sacramento on February 2, 2001 from 10:00am-3:00pm.

- **Steve Andriese adjourned the meeting at 2:20pm.**